

STATE OF CONNECTICUT  
OFFICE OF THE SECRETARY OF THE STATE

2020 Connecticut Safe Polls Plan  
Handbook



FROM THE OFFICE OF THE SECRETARY OF THE STATE  
165 Capitol Avenue, Hartford CT 06106  
(Rev. 6/22/2020)

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## OUR CHALLENGE

The foundation of democracy in America is our system of elections. The legitimacy of our electoral system is the bedrock upon which a government of the people, by the people and for the people is accepted and established. That legitimacy depends on public confidence in our election system.

This year, there are forces both foreign and domestic that are placing unprecedented stress and strain on our system of elections.

Authoritarian regimes opposed to American democracy continue to pose a threat of cyber attacks against election systems in the United States. They possess the capabilities to significantly disrupt the 2020 election cycle, thus undermining public confidence in the fairness and accuracy of election results. Disinformation campaigns being run by these authoritarian states that are currently sowing division and discord in the American electorate can also be weaponized to spread false information about the election process itself. We can expect these efforts to intensify, all in an attempt to undermine public confidence in the election system and by extension in democracy itself.

In addition to this foreign threat to the integrity of our elections, here at home a once in a century pandemic has created an unprecedented strain on election systems across the country. The ranks of election workers, donned in the gear of first responders, are thinned out due to the crisis. Our ability to conduct a general election in a pandemic is untested, and the public is rightfully concerned. Such fear may cause election officials to abandon their posts. Such fears may cause voters to stay home (and under current conditions in Connecticut) be denied their right to vote.

The forces arrayed against us are formidable. The challenge to our democracy is real.

## OUR ANSWER

Here in Connecticut we are already at work to meet and master this challenge to our democracy. The Office of the Secretary of the State has been working with Connecticut's Congressional delegation to get the resources necessary to secure election systems from cyber attack. We are working with the Governor and Legislative leadership to gain the legal authorities necessary to overcome disruptions to the election calendar. We have built an unprecedented partnership with local election officials to carry out an election in the midst of a pandemic. Our answer to the challenge before us is to build these partnerships and marshal our forces behind a plan that ensured Connecticut's elections will be safe, secure and accessible for all voters.

## THE PLAN

### SAFE

- (1) The Safe Polls Plan- Require all municipalities to submit a plan for the primary and general elections in the 2020 election cycle that includes a list of polling locations, staffing levels for each polling location, an identified list of poll workers and moderators ready to work on election day, list of cleaning and safety products required and an emergency plan. Municipalities which complete their Safe Polls Plan will be eligible for a Safe Polls Grant from the Office of the Secretary of the State.
- (2) Safe Polls Grant Program- Municipalities that submit their Safe Polls Plan, will be eligible for a Safe Polls Grant which can be applied to meet the costs incurred to conduct an election in a pandemic environment. These expenses include cleaning and safety products and additional personnel if necessary.
- (3) Poll worker Recruitment Program- The Secretary of the State will launch a campaign to recruit poll workers for the 2020 general election. The campaign will be based on existing models, will leverage the Governor's efforts to recruit volunteers to respond to the COVID crisis and will direct potential recruits to municipal election officials.
- (4) Cleaning of Polling Locations- Selected vendors will provide cleaning services to polling locations statewide after elections are completed. This would restore each polling place after its use in the election for its usual use by means of a deep cleaning.

### SECURE

- (1) National Guard Cybersecurity Assessment- The Connecticut National Guard, at the direction of the Secretary of the State, will perform a high-level assessment of the cybersecurity posture of each town as it relates to their elections infrastructure.
- (2) Town Network Upgrades- Our office has identified approximately 20 municipalities which have chronic issues with their connections to networks necessary for the election process. We are providing upgrades to these towns networks to eliminate cyber "hot spots" which present potential security risks.
- (3) Replacement Workstations- The offices of local election officials are chronically underfunded and as a result, many are using outmoded PC hardware and software that makes them vulnerable to cyber attacks. Our office will provide 50% matching grants to municipalities that commit to investing in upgrading outmoded workstations.
- (4) Virtual Desktop Infrastructure- We have successfully pilot tested a virtual desktop infrastructure which helps secure local cyber infrastructure from intrusion. The virtual desktop gives our

technicians remote access to local election officials workstations for the purposes of ongoing security checks and upgrades. We will deploy this system statewide over the course of the election cycle.

- (5) Protecting the Connecticut Voter Registration System- Over the course of the past several months our office has imposed a two-factor authentication requirement to gain access to the CVRS. We will continue to keep current with this program.
- (6) Security Audit of Vendors- Connecticut's election system runs on the IT services provided by private vendors. We will conduct a security audit of those firms.
- (7) App Development to Secure Systems- We are developing a two-factor authentication system to enhance security for the EMS. We will also reserve funds to develop applications for CVRS and OLVR so that we can react to emerging security challenges.
- (8) Online Courses for Certification of Registrars of Voters- The University of Connecticut is converting the certification process for Connecticut's Registrars of Voters to online courses. A course on cybersecurity is also included. This will streamline the certification process, upgrade skills for local election officials and clearly identify those in need of removal.
- (9) Security Awareness Training for Local Election Officials- The Security Mentor system will provide cybersecurity awareness training for registrars of voters, town clerks and moderators. This will raise the awareness of Connecticut's election officials to cybersecurity threats and remind them of best practices in daily operations.
- (10) Election Support Officers- To enhance engagement with local election officials and improve accountability within our office, The Elections Division at the Office of the Secretary of the State has recently been reconfigured into five Election Support Teams. Each Election Support Team is made up of an Elections Attorney, an Elections officer and a support staffer. In addition, each Election Support Team will have a part time staffer to be designated "Election Support Officer". These officers will be hired by and accountable to the Secretary of the State for the purposes of serving as field support for local election officials. They will also support the post election audit process in the field.
- (11) Election Information Security Monitor- Foreign powers have launched disinformation campaigns against the United State designed to sow discord and division amongst the American people. US Intelligence officials see the potential for these campaigns to become weaponized and used to spread disinformation about the election process itself. Our office will hire an Election Information Security Officer to scan social media and the dark web in an effort to identify and counter misinformation about Connecticut's elections process.

(12) Cybersecurity Policy Advisor- The Secretary of the State will, for the 2020 election cycle, be advised on cybersecurity policy by former Deputy Director of National Intelligence Arthur House. In addition to his knowledge of the US Intelligence Community, Mr. House previously served as Cybersecurity Advisor to the Governor of Connecticut. His responsibilities for our office will include engaging with federal agencies and experts to ascertain current intelligence and best practices, serving as a resource to our IT Director and writing a review of our cybersecurity work to be released in early October 2020.

## ACCESS

The people of Connecticut should not have to choose between protecting their health and exercising their right to vote. Current circumstances of this pandemic make that choice a reality for many of our fellow citizens. The Secretary of the State is taking action to ensure that access to voting is a reality no matter what the circumstances.

- (1) Expansion of Absentee Ballot- The Office of the Secretary of the State will provide an absentee ballot application to all eligible voters for the 2020 primary and general elections. After processing by their Town Clerks, those who request absentee ballots will also be provided with absentee ballots via the a mail house contracted by the Office of the Secretary of the State. Drop boxes will be provided to every municipality in which Absentee ballots may be deposited by voters. The Secretary of the State will offer a grant program to meet extra costs for processing personnel which might be required of Town Clerks. Pre-paid postage may be provided so that voters do not have to pay to mail back their ballots.
- (2) Public Information Campaign- The Office of the Secretary of State will conduct a public information campaign using social media as well as more traditional outreach methods to convey information about our safe polls program and the absentee ballot option for voting in a pandemic.
- (3) IVS Hardware Maintenance- We will pay for the maintenance of voting machines used by localities which allow for accommodation for disabled citizens to cast their votes.
- (4) Backup Voting Machines- We have procured fifty back up voting machines which can be used to provide for replacement parts for existing voting machines.

**SAFE POLLS PLAN**

Town Name: \_\_\_\_\_ Number of Polling Places: \_\_\_\_\_

The Secretary of the State requires that all municipalities submit a SAFE POLLS PLAN for the primary in the 2020 election cycle that includes: (1) a list of polling locations, (2) staffing levels for each polling location, (3) an identified list of poll workers and moderators ready to work on election day, (4) a list of cleaning and safety products required, and (5) their emergency plan. Municipalities which complete their Safe Polls Plan will be eligible for a Safe Polls Grant from the Office of the Secretary of the State which can be applied to meet the costs incurred to conduct an election in a pandemic environment. These expenses include cleaning and safety products and additional personnel if necessary.

- Please provide a list of polling locations with address to be used during the August 11, 2020 primary: (attach a separate sheet if necessary)
  - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Please provide a summary of the staff levels to be used at each polling location identified above: (attach a separate sheet if necessary)
  - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Please provide a list of replacement poll workers that are prepared to work on August 11, 2020 together with title: (attach a separate sheet if necessary)
  - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Please provide a list of cleaning and safety supplies that you have identified in coordination with your local Department of Public Health that are necessary for the safety of your poll workers: (attach a separate sheet if necessary)
  - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Please attached your local Emergency Plan

**SAFE POLLS PLAN**

**CERTIFICATE OF CERTIFICATION**

We hereby certify that the information contained in the Safe Polls Plan submitted on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ on behalf of the Town of \_\_\_\_\_, is true and accurate and based upon the best information available within the municipality.

Sign and Certified:

\_\_\_\_\_  
Signature of Registrar of Voters

\_\_\_\_\_  
Printed Name of Registrar of Voters

\_\_\_\_\_  
Signature of Registrar of Voters

\_\_\_\_\_  
Printed Name of Registrar of Voters

Mailing Address: Secretary of the State, ATTN: LEAD, P.O. Box 150470, Hartford, CT 06115-0470

## CERTIFICATION OF REIMBURSEMENT

As you are all aware, the Secretary of the State will provide a reimbursement to each town for the **additional** costs incurred for polling place safety supplies and for any additional poll workers that are hired to conduct the August 11, 2020 primary. This reimbursement opportunity will only be available for purchases and expenditures made through August 11, 2020. In order to obtain this reimbursement the following steps must be followed. Failure to follow these steps may result in a delay or a rejection of reimbursement.

1. The Registrars of Voters and Town Clerk must first submit their safe polls plan.
2. The Chief Executive Officer and both Registrars of Voters must complete this certification. All relevant information must be provided as well as a receipt for the product purchased or work performed. The Chief Executive Officer of the town would be the individual who is authorized to enter into contractual agreements on behalf of the town. This could be a Mayor, First Selectman, Town Manager, etc.
3. Each town will be reimbursed for the actual cost of the polling place safety supplies and additional poll workers that are hired to conduct the August 11, 2020 primary.
4. In order to be reimbursed, each town will be required to substantiate the number of ADDITIONAL poll workers hired above and beyond the number that would normally be hired for any primary conducted and any polling place safety supplies purchased.
5. The documentation submitted will be reviewed to ensure that the expenditures made comply with the requirements outlined in this certification and are consistent with the Help America Vote Act of 2002. If any expenditures are not consistent with the requirements outlined in this certification or are not consistent with the Help America Vote Act of 2002, the Office of the Secretary of the State cannot reimburse the town for such expenditures.
6. The registrars of voters and/or town clerk should submit ONE certification for reimbursement for the entire town with all receipts attached to the single certificate. DO NOT FAX this certificate. Failure to submit the certification in the original format with attached receipts or submission of duplicate or faxed certifications may result in a delay of payment or a return of the documentation to your town for proper submission.
7. Please fill out all information. (A) Enter your town name and number of polling locations in your town as most recently reported to us by your Town Clerk pursuant to CGS §9-238a. (B) Enter a brief description of the additional polling place staff hired and their duties as well as a description of the polling place safety supplies purchased. (C) Review the certification language and sign and date the certificate. If a Town Clerk is submitting for reimbursement sign where indicated. Similarly, if the Registrars of Voters is submitting for reimbursement sign where indicated. If the reimbursement is for the entire town, which is our preference, the all three officials should sign where indicated. Otherwise, only the signature of the official seeking reimbursement is necessary in addition to the Chief Executive Officer. (D) Attach all relevant receipts or employee payment documents. Each receipt or document must indicate the product purchased or the employee job title. (E) Send completed form to the mailing address noted.

**CERTIFICATION OF REIMBURSEMENT**

**A.** Town Name: \_\_\_\_\_ Number of Polling Places: \_\_\_\_\_

Minimum Requirements: The Secretary of the State requires that all municipalities submit a SAFE POLLS PLAN for the primary in the 2020 election cycle that includes: (1) a list of polling locations, (2) staffing levels for each polling location, (3) an identified list of poll workers and moderators ready to work on election day, (4) a list of cleaning and safety products required, and (5) their emergency plan. Municipalities which complete their Safe Polls Plan will be eligible for a Safe Polls Grant from the Office of the Secretary of the State which can be applied to meet the costs incurred to conduct an election in a pandemic environment. These expenses include cleaning and safety products and additional personnel.

**B.** Please provide a brief description of the additional expenses that have been incurred by the municipality. Please ensure that your description details how the expenses are in ADDITION to those normal expenses that are incurred in the normal course of election administration in the municipality.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C.** We, the undersigned do hereby state under penalties of false statement that this certificate is submitted for the sole purpose of seeking reimbursement for the ADDITIONAL personnel and safety supplies necessary to conduct the August 11, 2020 primary in the above referenced town. We understand that any unauthorized expenditure of such funds or an expenditure of such funds in violation of the Help America Vote Act may result in the town being subject to a Federal Audit and a requirement that such funds be repaid to the Office of the Secretary of the State.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Printed Name of Chief Executive Officer

\_\_\_\_\_  
Signature of Registrar of Voters

\_\_\_\_\_  
Printed Name of Registrar of Voters

\_\_\_\_\_  
Signature of Registrar of Voters

\_\_\_\_\_  
Printed Name of Registrar of Voters

\_\_\_\_\_  
Signature of Town Clerk

\_\_\_\_\_  
Printed Name of Town Clerk

**D.** Attach all relevant receipts for the expenditures in question.

**E.** Mailing Address: Secretary of the State, ATTN: LEAD, P.O. Box 150470, Hartford, CT 06115-0470

## Computer Equipment GRANT FUNDING PROGRAM

The Secretary of the State is pleased to announce a grant funding program for municipalities in the State of Connecticut. This grant funding program is intended to provide municipalities with supplemental funds necessary to replace and upgrade computer equipment that is used in connection with the operation of the Connecticut Voter Registration System (“CVRS”).

This grant funding program is administered pursuant to the additional federal funding provided to states through the Help America Vote Act.

- Election Systems have been categorized as “Critical Infrastructure” by the Department of Homeland Security
- We are aware that certain communities currently use computer equipment that runs Windows 7 or other non-supported versions of Microsoft Windows
- Running Windows 7 or other non-supported versions of Microsoft Windows without continued software and security updates creates at greater risk for viruses and malware.

Municipalities who participate in this grant funding program must adhere to the following provisions:

- The State will pay one-half (1/2) of the total cost for the purchase of new computer equipment to be used in association with the Connecticut Voter Registration and Election Management Systems in an amount not to exceed \$3,000 per machine purchased.
- The Town agrees to MATCH the amount provided by the State to complete the purchase of such new computer equipment.
- The Town shall maintain its official voter registry list and enrollment lists in accordance with the provisions of Title 9 of the Connecticut General Statutes on the Connecticut Voter Registration System and shall manage all aspects of the election using the Election Management System on such computer equipment.
- The Town agrees to perform proper maintenance and install and apply all required security upgrades and patches as recommended by the computer hardware and software manufacturers.
- The Town may enter into this agreement only after both Registrars of Voters have completed the prescribed certification course established pursuant to Connecticut General Statutes §9-192a.

STATE OF CONNECTICUT  
SECRETARY OF THE STATE

Computer Equipment GRANT FUNDING AGREEMENT  
with  
The Town of \_\_\_\_\_, Connecticut

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THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the State of Connecticut acting by and through Denise W. Merrill, Secretary of the State (hereinafter, sometimes, the Secretary), duly authorized pursuant to Connecticut General Statutes Sec. 3-77, and the Town of \_\_\_\_\_, Connecticut, a municipal corporation acting by and through \_\_\_\_\_, duly authorized pursuant to Connecticut General Statutes Section 7-148 (hereinafter TOWN) for the ownership, operation and maintenance of the computer equipment for use in implementing the Statewide Voter Registration System, Election Management System and other associated systems, witnessed that:

**WHEREAS**, Election Systems have been categorized as “Critical Infrastructure” by the Department of Homeland Security and the State of Connecticut has created computerized Connecticut Voter Registration and Election Management Systems to be coordinated, implemented and administered by the Secretary of the State; **and**

**WHEREAS** certain computer equipment is required for use in connection with that project; **and**

**WHEREAS** we are aware that certain communities currently use computer equipment that runs Windows 7 or other non-supported versions of Microsoft Windows; **and**

**WHEREAS** running Windows 7 or other non-supported versions of Microsoft Windows without continued software and security updates creates at greater risk for viruses and malware. The Secretary of the State is offering grant funding to replace such non-supported computer equipment subject to THE TERMS, CONDITIONS, AND LIMITATIONS SET FORTH in this agreement.

**NOW, THEREFORE**, in consideration of the covenants, terms and conditions hereinafter expressed, the parties, by their duly authorized representatives, do mutually agree as follows:

GENERAL PROVISIONS

1.The following definitions shall apply to terms used in this agreement:

- (a). **Computer equipment** means the equipment, including, but not limited to the computer, keyboard, monitor, and mouse purchased pursuant to this agreement;
- (b). **Connecticut Voter Registration System and Election Management System** means a computer system consisting of a mainframe or other suitable server, personal computers, associated peripherals and software on which Registrars of Voters in Connecticut store and maintain the official voter lists of their municipalities as well as manage and report election results and other required reports pursuant to Title 9 of the General Statutes.
- (c). **State Software** means the programs which operate the Connecticut Voter Registration and Election Management System;

- (d). **State** means the State of Connecticut;
- (e). **Secretary** means the Connecticut Secretary of the State or his authorized representative.
- (f). **Other Software** means any software that is not State Software and that is included or installed on the computer equipment.

2.The State hereby agrees to remit to the Town one-half (1/2) of the total cost for the purchase of new computer equipment to be used in association with the Connecticut Voter Registration and Election Management Systems in an amount not to exceed \$3,000.00 per machine purchased. The Town agrees to MATCH such amount to complete the purchase of such new computer equipment. The Town further accepts, all of the State's right, title and interest in, the computer equipment subject to the terms and conditions of this agreement. Upon execution of this agreement, Town assumes the risk of loss of said computer equipment and the Town shall thereafter be responsible for any cost of insurance, repair, maintenance, and operation of said equipment.

3.The computer equipment comes with manufacturer's warranties. The manufacturers will supply the provisions of these warranties. The State makes NO WARRANTY of any kind, including any IMPLIED WARRANTY OF MERCHANTABILITY or FITNESS FOR A PARTICULAR PURPOSE, with respect to the computer equipment or any OTHER SOFTWARE or other item referred to in this agreement.

4.Town agrees not to dispose of any computer equipment purchased with funds pursuant to this agreement without the approval of the Secretary.

5. Town agrees to assume the responsibility for the computer equipment operation costs, equipment power, printer, paper, toner, and ribbon costs, and other costs and supplies associated with the repair, operation and maintenance of said computer equipment.

6.Town shall henceforth maintain its official voter registry list and enrollment lists in accordance with the provisions of Title 9 of the Connecticut General Statutes on the Connecticut Voter Registration System and shall manage all aspects of the election using the Election Management System on such computer equipment.

7.Town shall use the computer equipment primarily for the Connecticut Voter Registration and Election Management Systems. Town may load and use on the computer equipment any OTHER SOFTWARE which does not conflict with, reduce the efficiency of, or compromise the security of, the operation of the Connecticut Voter Registration and Election Management Systems. Town shall configure or reconfigure said equipment, as directed by the Secretary, for the most efficient operation of the systems. Town shall forthwith remove from the computer equipment any software, which the Secretary, in her sole discretion, determines may conflict with, reduce the efficiency of, or compromise the security of, the operation of the Connecticut Voter Registration and Election Management Systems.

8.Connecticut Voter Registration and Election Management System Software will remain the property of the State of Connecticut; Town may use said Software in accordance with the terms and conditions of this agreement. The Software may not be altered in any way without the express written permission of the Secretary.

9. Town shall enter into and comply with any necessary licensing agreements with respect to the OTHER SOFTWARE contained on the computer equipment. Town shall indemnify and hold the State harmless from any claims arising from such licensing agreements, as well as, from Town's use or misuse of any OTHER SOFTWARE contained on the computer equipment. Town's obligations under this section survive termination of this agreement.

11. Upon termination by either party, with or without cause, the Town shall **either**, [1] forthwith return, and assign all of town's right title and interest in the computer equipment, and OTHER SOFTWARE to the secretary, **or** [2] pay to the State of Connecticut a termination fee which shall be a portion of the total funding provided by the Secretary of the State pursuant to this agreement, as set forth below. The amount of the termination fee will depend on when the termination occurs and shall be computed as follows:

If the termination occurs,

<b><i>On or after</i></b> the	<b><i>But before</i></b> the	<b><i>The termination fee is:</i></b>
Date <b>Town</b> executes this agreement.....	1 <sup>st</sup> Anniversary of this agreement .....	100%
1 <sup>st</sup> Anniversary of this agreement.....	2nd Anniversary of this agreement .....	2/3 of Total Reimbursable Costs
2nd Anniversary of this agreement.....	3rd Anniversary of this agreement .....	1/3 of Total Reimbursable Costs
3rd Anniversary of this agreement.....	.....	No termination fee

12. If Town fails to perform any of its obligations under this agreement, including but not limited to the obligations under paragraphs 6 and 7, the secretary may terminate this agreement.

13. Town agrees to perform proper maintenance and install and apply all required security upgrades and patches as recommended by the computer hardware and software manufacturers. Failure to perform such maintenance may terminate this agreement.

14. Town may enter into this agreement only after both Registrars of Voters have completed the prescribed certification course established pursuant to Connecticut General Statutes §9-192a. If Town elects a new Registrar of Voters during the duration of this agreement, such new Registrar of Voters shall complete the prescribed certification course established pursuant to Connecticut General Statutes §9-192a.

SEVERABILITY

It is the intent of the parties that, should any portion of this agreement be finally declared invalid by any court, all other portions shall remain in full force and effect subject to any amendments that may thereafter be made in writing by the parties.

ENTIRE AGREEMENT AND MODIFICATION

This Agreement contains the complete and exclusive agreement of the parties hereto and shall not be modified except in writing executed by an authorized representative of each party.

INDEMNIFICATION

Town agrees to indemnify and save harmless the State of Connecticut, the Secretary and his, employees against any and all claims, demands, actions, suits, and proceeding by others including, but not limited to, those based on copyright and any agreement between the State and Microsoft, against all liability to others, including but not limited to any liability for damages by reason of or arising out of any misuse of OTHER SOFTWARE or any cause of action whatsoever, including, but not limited to, any liability or cause of action based on copyright and any agreement between the State and Microsoft, and against any loss, cost, expense, and damage resulting therefrom, arising out of or involving any negligence on the part of the Town in the exercise or enjoyment of this agreement.

NONDISCRIMINATION

THIS AGREEMENT INCLUDES ADDITIONAL NONDISCRIMINATION PROVISIONS LABELED "TERMS / CONDITIONS" ATTACHED HERETO AND MADE PART HEREOF.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be duly signed on the dates hereinafter stated.

The Town of                     , Connecticut

By: \_\_\_\_\_  
Town Manager  
Duly Authorized

Dated:

State of Connecticut  
Secretary of the State

By: \_\_\_\_\_  
Denise W. Merrill  
Secretary of the State  
Duly Authorized

Dated:

## TERMS/CONDITIONS

### EXECUTIVE ORDERS

This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be canceled, terminated or suspended by the State Labor Commissioner for violation of or non compliance with said Executive Order No. Three, or any state of federal law concerning nondiscrimination, notwithstanding that the Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination, until the contract is completed or terminated prior to completion. The contractor, agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that he will not discriminate in his employment practices or policies; will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner. This contract is also subject to provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such, this contract may be canceled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.

### NON-DISCRIMINATION CLAUSE

The contractor agrees and warrants that, (a) For the purposes of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen Stat. §32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited, to those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of this section, "Commission" means the Commission on Human Rights and Opportunities.

For purposes of this section, "Public works contract" means any agreement between any individual, firm or corporation and the state or any political subdivision of the state other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the state, including but not limited to, matching expenditures, grants, loans, insurance or guarantees.

(b)(1)The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (2) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the commission; (3) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission advising the labor union or workers representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4)the contractor agrees to comply with each provision of this section and Conn. Gen. Stat. § 46a-68e and 46a-68f and with each regulation or relevant order issued by said commission pursuant to Conn. Gen. Stat. §46a-56, 46a-68e and 46a-68f; (5)the contractor agrees to provide the commission on human rights and opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and §46a-56. If the contract is a public works contract, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works project.

(c)Determination of the contractor's good faith efforts shall include but shall not be limited to the following factors. The contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(d)The contractor shall develop and maintain adequate documentation, in a manner prescribed by the commission, of its good faith efforts.

(e)The contractor shall include the provisions of subsection (b) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Conn. Gen. Stat. §46a-56, as amended by Section 5 of Public Act 89-253, provided, if such contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

(f)The contractor agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be

adopted or amended from time to time during the term of this contract and any amendments thereto.

(g)(1)The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission on human rights and opportunities advising the labor union or workers' representative of the contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3)the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to section 46a-56; (4)the contractor agrees to provide the commission on human rights and opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56 of the general statutes.

(h)The contractor shall include the provisions of subsection (g) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56 of the general statutes, provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

Effective 7/1/89 - Amended 4/1/91 - Amended 11/1/91 - Revised 6/1/94

**Said** Executive Order No. Three of Governor Thomas J. Meskill is attached hereto as Schedule E and said Executive Order No. Seventeen of Governor Thomas J. Meskill is attached hereto as Schedule F.



Office of the Secretary of the State  
165 Capitol Avenue  
Hartford, CT 06106  
**MEMORANDUM OF OPINION**

To: All Town Clerks and Registrars of Voters  
From: Office of the Secretary of the State  
Date: May 6, 2020  
Re: Absentee Balloting Voting During a State of Health Emergency

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We are writing this opinion to ensure that voters are able to participate in the upcoming August 11, 2020 Republican and Democratic Primaries in the safest manner possible. More specifically, we are clarifying the definition of “illness” for Absentee Balloting at a time when the Governor has declared a public health and civil preparedness emergency throughout the State of Connecticut.

This opinion is issued pursuant to Connecticut General Statutes §9-3 which states, “(a) The Secretary of the State, by virtue of the office, shall be the Commissioner of Elections of the state, with such powers and duties relating to the conduct of elections as are prescribed by law and, unless otherwise provided by state statute, the secretary’s regulations, declaratory rulings, instructions and opinions, if in written form, and any order issued under subsection (b) of this section, shall be presumed as correctly interpreting and effectuating the administration of elections and primaries under this title, except for chapters 155 to 158, inclusive, and shall be executed, carried out or implemented, as the case may be, provided nothing in this section shall be construed to alter the right of appeal provided under the provisions of chapter 54. Any such written instruction or opinion shall be labeled as an instruction or opinion issued pursuant to this section, as applicable, and any such instruction or opinion shall cite any authority that is discussed in such instruction or opinion....”

Connecticut General Statutes §9-135 permits a voter to receive an absentee ballot if they cannot appear at their assigned polling place because of “(1) His or her active service with the armed forces of the United States; (2) his or her absence from the town of his or her voting residence during all of the hours of voting; (3) his or her illness; (4) his or her physical disability; (5) the tenets of his or her religion forbid secular activity on the day of the primary, election or referendum; or (6) the required performance of his or her duties as a primary, election or referendum official, including as a town clerk or registrar of voters or as staff of the clerk or registrar, at a polling place other than his or her own during all of the hours of voting at such primary, election or referendum.”

Webster’s dictionary defines “illness” as “an unhealthy condition of body or mind or sickness.” “*Illness.*” *Merriam-Webster.com Dictionary, Merriam-Webster, <https://www.merriam-webster.com/dictionary/illness>. Accessed 2 May, 2020.* It is clear that this definition as well as the

statutory section referenced above, does not limit the term illness to an individual who has limited mobile function or is hospitalized or confined to a bed.

In fact, the Centers for Disease Control have identified numerous **pre-existing illnesses** that put certain individuals at increased risk when exposed to the COVID-19 virus. These include, but are not limited to: (1) People of all ages with underlying medical conditions, particularly if not well controlled, including: People with chronic lung disease or moderate to severe asthma, People who have serious heart conditions, People who are immunocompromised (Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids or other immune weakening medications); (2) People with severe obesity (body mass index [BMI] of 40 or higher); (3) People with diabetes; (4) People with chronic kidney disease undergoing dialysis; (5) People with liver disease; and (6) Pregnant women.

Pursuant to Connecticut General Statutes §1-2z, “The meaning of a statute shall, in the first instance, be ascertained from the text of the statute itself and its relationship to other statutes. If, after examining such text and considering such relationship, the meaning of such text is plain and unambiguous and does not yield absurd or unworkable results, extratextual evidence of the meaning of the statute shall not be considered.”

Looking first at the statutory language and the relationship to other statutes, “illness” cannot be limited to some affliction that leaves an individual debilitated or bed ridden. First, the statutory section itself does not define “illness” in such a way. Second, the statutory section at issue also uses the term “physical disability” which in and of itself identifies an individual with mobility issues that can be described as both an “illness” as well as a limitation on mobility. As such, it would be contrary to statutory construction to place the same or similar meaning to both phrases.

In addition, Connecticut General Statutes also provides additional methods of absentee balloting such as Supervised Absentee Balloting *see section 9-159q*, Emergency Absentee Balloting *see section 9-150c*, Permanent Absentee Balloting *see section 9-140e*, and Voting In Person After Voting By Absentee Ballot *see section 9-158n*. Given the additional meanings of “illness” or “physical disability” when used in the other sections of the General Statutes, it stands to reason that “illness” as used in Connecticut General Statutes §9-135 must have a broad definition, one that gives meaning to the special circumstances by which voters can vote using an absentee ballot.

Given the reasoning set forth above and the guidance provided by the Centers of Disease Control, the Office of the Secretary of the State has determined that any registered voter who has a **pre-existing illness** can vote by absentee ballot because that voter’s illness would prevent them from appearing at their designed polling place safely because of the COVID 19 virus.

In addition, individuals who may have been in contact with a COVID-19 infected individual such as healthcare workers, first responders, individuals who are caring for someone at increased risk, as well as those that feel ill or think they are ill because of the possibility of contact with the COVID-19 virus should also be included in the category of voters that would qualify as “ill” for the purposes of absentee voting.

## ABSENTEE BALLOT ROAD MAP

CGS 9-135 Conn Const Art. 6 Sec. 7

Connecticut law allows a voter to receive an absentee ballot if they cannot appear at their assigned polling place on primary day because of active service in the Armed Forces of the United States, absence from the town during all of the hours of voting, illness, religious tenets forbid secular activity on the day of the primary, duties as a primary official at a polling place other than your own during all of the hours of voting, or physical disability.

The Centers for Disease Control have identified countless pre-existing illnesses that put certain individuals at increased risk when exposed to the COVID-19 virus. (1) People of all ages with underlying medical conditions, particularly if not well controlled (including: People with chronic lung disease or moderate to severe asthma; People who have serious heart conditions; People who are immunocompromised - including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications; People with severe obesity (body mass index [BMI] of 40 or higher); People with diabetes; People with chronic kidney disease undergoing dialysis; and People with liver disease)

The State of Connecticut has determined that any registered voter who has such pre-existing illnesses can vote by absentee ballot because your illness would prevent you from appearing at your designed polling place safely or if a voter does not have a pre-existing illness, and there is not a widely available vaccine, the existence of the COVID-19 virus allows a voter to vote by absentee ballot if they so choose for your own safety.

Knowing an extended use of absentee ballots will increase the number of ballots the following additional procedures will be used:

- Town Clerks will be provided additional resources to allow for the hiring of additional officials to further the administration of a larger pool of absentee ballot voters. (Emergency plan)
  - Cities and towns must submit a safe polls plan to be eligible for reimbursement.
  - Town Clerks will receive PPEs from the supply provided to ROVs for the polls.
  - For offices that don't allow 6' of separation. Establish a contingency plan (i.e. work staggered shifts or use the ROV's office that has an existing connection to CVRS.)
- We will use Cathedral Corporation (mail house) to facilitate the mailing of both the revamped absentee ballot application and the actual absentee ballot. The mail house will not have direct access to the CVRS system. We anticipate that absentee ballot applications will be mailed out by the end of June. Applications will be staggered so that they will not arrive on the same day for each municipality. Applications will have a pre-paid return envelope with a return address of each town clerk office.
  - A one-time data extract of the Centralized Voter Registration System will be sent to the mail house.
  - Using this list, each eligible voter (Democrat and Republican only) will be sent an application for absentee ballot that is pre-populated with the voter's personal

information. This application will explain that due to COVID-19 they are eligible to vote using an absentee ballot as long as they return the application to their local town clerk.

- Applications will be printed with a bar code unique to that voter that will allow the town clerks to search for the voter within the Centralized Voter Registration System more efficiently.
- CVRS will have multiple functionalities to process absentee ballot applications. In the main Navigation Menu under “Activities” the “Elections” tab will have two (2) options for processing absentee ballot applications. The first option will allow the town clerk to process absentee applications (ED-3) with **no** barcode or Voter ID number as they have normally done in the past. The second option will allow the town clerk to process any application that has a pre-printed barcode or Voter ID number on the application.

#### **PROCESSING APPLICATIONS SENT TO THE VOTER WITH A BARCODE OR VOTER ID NUMBER**

- Once the application is returned, the town clerk will enter the return information into the Centralized Voter Registration System.
- The Town Clerk will scan the bar code or type the Voter ID Number on the application.
- The first entry for each session will require the Town Clerk to select their default values common to each application, such as the election date. Once those are selected, the selected values will remain for the entirety of the session.
- If there is a mailing address different from the voter’s residence address, the Town Clerk will need to manually select the ‘Ballot Mailing Address’ option. If the ballot is being mailed to the voter’s residence address, CVRS will auto populate the address.
- The ‘Serial Number’ will be generated automatically and updated in the database. The serial number will be unique and easily identifiable to each specific city or town. CVRS is programmed to assign a serial that begins with your town code and then sequential number (i.e. 164-00101, 164-00102, etc.) The town clerk will handwrite the serial number onto the voter’s application.
- Once updated, a new data file extract will be exported to the mail house at the end of each day (12 midnight). This file will only include those voters who have properly applied for an absentee ballot and the town clerk processed their application in CVRS. Based upon this file, the mail house will mail a complete absentee ballot package to each voter who has applied.
- Ballots may be mailed 8.5” X 11” not folded, with an inner envelope. (ballots may still be folded, this decision has yet to be finalized).
- Additionally, town clerks will receive a confirmation report from the mail house stating the ballots that were sent out on their behalf.
- Each absentee ballot package will include the required information regarding the voter and will also include a bar code that will include the Voter ID so that those returned ballots can be processed using the existing CVRS Batch Return Function.

#### **PROCESSING ABSENTEE BALLOT APPLICATIONS WITHOUT THE BARCODE OR VOTER ID**

- Any absentee ballot application (ED-3) that does **not** have a barcode to scan must be manually entered into the “Absentee Ballot” screen. This process has not changed from past practice. Town Clerks should use this screen to process previously received absentee ballot applications, Emergency Ballot applications, Military/Overseas Ballots, requests for replacement ballots or any voter that comes to town hall to vote but did not bring the application that was

automatically sent to the voter. (Please see the section below titled, 'Before July 21<sup>st</sup>' for exceptions.)

- This is a reminder of the current procedure for the "Absentee Ballot" process:
  - The town clerk will search for the voter by name, DOB, or street. On the Select page, select the voter by clicking the radio button displayed next to the correct voter's name and click on "Select" button. This will navigate the town clerk to the "Add Absentee Ballot" screen.
  - To insert an absentee ballot application into CVRS, click on "Insert" button.
  - Click on the "Select" radio button and provide the required information in the fields for Election Date, Election Code, etc.
  - To mail the ballot to the voter's residential address, click on the "Use Residence Address" radio button. CVRS will automatically populate the residential address.
  - To mail the ballot to an address other than their residential address, click on the "Use Mailing Address" radio button and enter in the mailing address.
  - The town clerk will utilize the serial number on the Ed-8 serial numbered envelope.
  - Click on the "Update" button to save the information.
  - Click on the "Generate Labels" button to print the electoral label for the serial numbered envelope and, if needed, the mailing label to mail the absentee ballot.
- Please Note: The mail house will **not** issue a military, additional or emergency ballot entered using this screen. You must issue and the mail the ballot from your office. (Please see the section below titled, 'Before July 21<sup>st</sup>' for exceptions.)

*Note: The mailing cost for both the application and the ballot will be paid for by the Secretary of the State. Ballots will be printed and paid for by each municipality as currently required by law.*

*Note: The mail house may receive unfolded ballots directly from the printer and each town clerk will receive folded ballots to process "in-office" voters as you normally would do. We recommend ordering absentee ballots in the amount of 80% of your eligible voters (Democrats and Republicans) and of that 80% send 20% to your office and 80% to the mail house.*

*Using the Centralized Voter Registration System will also automatically update the Secretary of the State's voter look-up page. This will allow a voter to track their absentee ballot so that town clerks are not burdened with this inquiry.*

## **RETURN OF A VOTED ABSENTEE BALLOT**

- Once the voter has completed their absentee ballot, they would be able to return their ballot in one of three ways. (1) return their ballot using the US Mail, (2) return their ballot directly to the town clerk's office in person, or (3) return their ballot using the drop box location at the local town hall. Any ballot deposited in the drop box shall be considered 'returned by mail.' This will prevent ballots from being rejected if the designee section is not filled out.
- Once the ballot is returned by the voter, the normal processing and counting of the ballots will occur within the municipality. Each municipality will count their absentee ballots during the normal statutory timeframe.

- In addition, in an effort to streamline the reporting of election results, we will format the Election Management System to allow for the report of just a single total for each municipality holding the Presidential Preference Primary ONLY. The only exception will be those municipalities that contain a split congressional district. Those municipalities will need to provide vote totals for each congressional district (i.e. two congressional districts will require two totals – one for each congressional district).
- For those municipalities that will hold BOTH a Presidential Preference Primary and a State or Federal Primary, the reporting of election results must be reported by the voting districts located within the Assembly or Senatorial District as necessary.
- The reporting deadline for each municipality will also be relaxed. As opposed to a midnight deadline for results, the deadline will be extended.

### **REQUESTS FOR ADDITIONAL BALLOTS**

In a circumstance where an additional ballot is requested, the town clerk will still process these requests. Using existing process, the voter will use an ED-3A and submit the application to the town clerk. The town clerk will automatically reject the first ballot issued, issue a second ballot to the voter and count such ballot if it is filed by the close of the polls on primary day. This process will be handled within your office as opposed to using the mail house.

### **DATA ENTERED INTO CVRS**

#### Prior to July 21<sup>st</sup>:

With exception of Military/Overseas ballots, any application (ED-3) that was entered into CVRS by means of the “Absentee Ballot” screen will be captured in the **first** data extract that will be exported to the mail house. This includes Permanent Absentee ballots. The mail house will mail the ballots directly to the voter on July 21<sup>st</sup>.

Town clerks will manually enter into the “Absentee Ballot” screen the serial number from the ED-8 envelope. The envelope will **not** be used to mail the absentee ballot to the voter. The mail house will print the envelopes on-demand. The serial number, whether it is automatically generated by CVRS or manually entered into CVRS by the town clerk, is simply a data set that will be extracted and printed onto the envelope by the mail house.

#### On or after July 21<sup>st</sup>:

Any application (ED-3) entered by means of the “Absentee Ballot” screen is the responsibility of the town clerk to manually enter the application into CVRS.

Any application with a barcode or written voter ID processed through the “Absentee Ballot with Barcode” screen will be captured in the nightly data export to the mail house. The mail house will fulfill the mailing of the ballot to the voter.

## **SPECIAL SITUATIONS**

Permanent Absentee Ballots – The town clerk should input Permanent Absentee Ballots into CVRS in advance. Any applications that are entered into CVRS up until July 20th, the mail house will mail the ballot on the first day ballots are available.

Absentee Ballots applications presently on file – Town Clerks should input these applications into CVRS in advance. Any applications that are entered into CVRS up until July 20th, the mail house will mail the ballot on the first day ballots are available.

Military/Overseas Ballots – Town Clerks shall continue to process new applications for military ballots and overseas ballots as they normally would do. 45 days before the August 11, 2020 primary is June 27, 2020.

Emergency Ballots – Town clerks shall continue to process Emergency Ballots as they have done so in the past.

Additional Ballots - Town clerks shall continue to process Additional Ballots as they have done so in the past.



Office of the Secretary of the State  
165 Capitol Avenue  
Hartford, CT 06106

NOMINATING PETITION BALLOT ACCESS GUIDANCE  
REGARDING EXECUTIVE ORDER NO. 7LL

This guidance by the Secretary of the State (“the Secretary”) is for a petitioning candidate, a candidate petitioning under a party designation, including a party designation for an existing minor (“the candidate”) in the 2020 election cycle under the process established in Executive Order No. 7LL.

I. Applying for Nominating Petitions

1. The candidate must complete Application of Nominating Petition ED-602b. (“the application”) The application can be located here:

[https://portal.ct.gov/SOTS/Election-Services/Nominating-Petitions/ Nominating-Petitions](https://portal.ct.gov/SOTS/Election-Services/Nominating-Petitions/Nominating-Petitions).

The application must contain all of the information required by Connecticut General Statutes §9-453b, including the following:

- a. The name of the candidate(s) listed in the application must be verified by the town clerk as the name of an elector in that town. The town clerk may correct the application to conform with the name of the candidate listed in the voter registry list.
  - b. A signed statement by each such candidate that the candidate consents to the placing of the candidate's name on such petition;
  - c. The party designation, if any; and
  - d. The office and district for which the candidate is seeking to run.
2. The application can be signed electronically and can be signed on two different pages, if needed, to permit the candidate to sign one page and the town clerk to sign a different page.
3. Town Clerks are instructed to respond to applications submitted electronically and by mail promptly.

4. Once signed by the town clerk and the candidate, the application may be submitted to the Secretary electronically to Election Officer Taffy Womack at Taffy.Womack@ct.gov. It may also be submitted by mail to the Secretary at:

Legislation and Elections Administration Division  
Attn: Taffy Womack  
165 Capitol Avenue, Suite 1000  
Hartford, CT 06106

II. Issuance of Nominating Petitions

1. The Secretary will issue the Nominating Petition Form ED-303 to each candidate either electronically or by mail.
2. The number of signatures required under section 9-453d of the General Statutes is reduced by thirty percent to either 5,250 signature or .70% of the prior vote total for that office for the last election.

III. Circulation of Nominating Petitions

1. A petition circulator need not witness the signature of the registered voter signed under the process established by Executive Order No. 7LL.
2. Petitions may be circulated by mail. A candidate can make copies of their petition and mail a page of the petition to voters within their district in an effort to seek support.
3. Petitions may be circulated by electronic mail.
4. Petitions may be circulated on a candidate's campaign website.
5. Petitions may be circulated by social media websites such as Facebook, Twitter or other such social media services.
6. Petitions may be circulated in person consistent with social distancing protocols.
7. Petitions signed by more than one registered voter must continue to comply with section 9-453a to 9-453o of the General Statute, notwithstanding Executive Order No. 7LL. Consistent with existing Executive Orders, remote notarizations may be utilized for petitions signed by more than one registered voter.

IV. Signing Nominating Petitions

1. A registered voter ("voter") may sign a petition containing only his or her signature.
2. The registered voter must then return the petition to the candidate.
3. The voter may sign the petition in ink and return the signed original signature to the candidate via mail.

4. The voter may sign the petition by printing the petition page, signing and re-scanning to return to candidate by electronic mail.

5. The voter may sign the petition by inserting an electronic image of a voter's actual signature on an electronic copy of the petition page where a voter signature is intended to be placed and return to the candidate.

6. The voter may sign the petition by using a stylus or other similar device to insert an electronic image of a voter's actual signature on an electronic copy of the petition page where a voter signature is intended to be placed and return to the candidate.

7. The candidate must retain a copy the electronic mail received from each voter containing a signed petition page as proof of the validity of the voter's signature.

V. Submission of Nominating Petitions to Election Officials

1. The candidate is responsible for submitting petition pages received electronically that he or she wishes to submit to the town clerk electronically with information informing the town clerk of the office(s) to which the petition pages relate.

2. The candidate will compile all signatures received via electronic mail or mail and submit a single electronic file of signature pages to each town clerk.

3. Candidate will compile all signatures received via mail and submit a single packet of pages to each town clerk.

4. The candidate must submit a copy the electronic mail received from each voter containing a signed petition page as proof of the validity of the voter's signature.

5. Information regarding the contact information for electronic submission to town clerks can be located at: <https://portal.ct.gov/-/media/SOTS/ElectionServices/Town-Clerk/Town-Clerks-List.pdf?la=en>

6. All petition pages must be received by the town clerk the deadline of 4 p.m. August 7, 2020 set in Executive Order No. 7LL.

7. Nothing within Executive Order No. 7LL precludes petitioning by any other means set forth in section 9-453a to 9-453o of the General Statutes.



Office of the Secretary of the State  
165 Capitol Avenue  
Hartford, CT 06106  
PRIMARY PETITION BALLOT ACCESS GUIDANCE  
REGARDING EXECUTIVE ORDER NO. 7LL

This guidance by the Secretary of the State (“the Secretary”) is for a candidate seeking the nomination of a major party in the 2020 election cycle under the process established in Executive Order No. 7LL.

I. Applying for Primary Petitions

1. The candidate must complete the Application for Primary Petition (“the application”). The application can be located here:

<https://portal.ct.gov/SOTS/Election-Services/Nominating-Petitions/Nominating-Petitions>.

The application must contain all of the information required by Connecticut General Statutes §9-404a, including the following:

- The candidate’s name and address;
  - The office sought of each candidate for whom the petition is being obtained;
  - A statement signed by each such candidate that such candidate consents to be a candidate for such office; and
  - The candidate's name as the candidate authorizes it to appear on the ballot.
2. The application can be signed electronically.
3. All multi-town district office primary petitions requests shall be submitted to the Secretary of the State. All single town State Representative primary petition requests shall be submitted to the Registrar of Voters of the party and municipality in question.
4. All applications submitted electronically and by mail will be addressed promptly.
5. Applications may be submitted to the Secretary electronically to Election Officer Shirley Surgeon at [Shirely.Surgeon@ct.gov](mailto:Shirely.Surgeon@ct.gov). It may also be submitted by mail to the Secretary at:

Legislation and Elections Administration Division  
Attn: Shirley Surgeon  
165 Capitol Avenue, Suite 1000  
Hartford, CT 06106

Registrars of Voters can be located here:

<https://portal.ct.gov/-/media/SOTS/ElectionServices/Registrar-of-Voters/Registrar-of-Voters-List.pdf?la=en>

II. Issuance of Primary Petitions

1. The Secretary or Registrar of Voters will issue the Primary Petition Form ED-619 to each candidate either electronically or by mail.
2. The number of signatures required under section 9-400 or 9-406 of the General Statutes is reduced by thirty percent to 3.5% of the total number of enrolled party members in the respective district for the office in question.

III. Circulation of Primary Petitions

1. A petition circulator need not witness the signature of the enrolled party member signed under the process established by Executive Order No. 7LL.
2. Petitions may be circulated by mail. A candidate can make copies of their petition and mail a page of the petition to enrolled party members within their district in an effort to seek support.
3. Petitions may be circulated by electronic mail.
4. Petitions may be circulated on a candidate's campaign website.
5. Petitions may be circulated by social media websites such as Facebook, Twitter or other such social media services.
6. Petitions may be circulated in person consistent with social distancing protocols.
7. Petitions signed by more than one enrolled party member must continue to comply with section 9-404b and 9-410 of the General Statute, notwithstanding Executive Order No. 7LL. Consistent with existing Executive Orders, remote notarizations may be utilized for petitions signed by more than one registered voter.

IV. Signing Primary Petitions

1. An enrolled party member may sign a petition containing only his or her signature.
2. The enrolled party member must then return the petition to the candidate.
3. The enrolled party member may sign the petition in ink and return the signed original signature to the candidate via mail.

4. The enrolled party member may sign the petition by printing the petition page, signing and re-scanning to return to candidate by electronic mail.
5. The enrolled party member may sign the petition by inserting an electronic image of the voter's actual signature on an electronic copy of the petition page where a voter signature is intended to be placed and return to the candidate.
6. The enrolled party member may sign the petition by using a stylus or other similar device to insert an electronic image of a voter's actual signature on an electronic copy of the petition page where a voter signature is intended to be placed and return to the candidate.
7. The candidate must retain a copy the electronic mail received from each voter containing a signed petition page as proof of the validity of the voter's signature.

V. Submission of Primary Petitions to Election Officials

1. The candidate is responsible for submitting petition pages received electronically that he or she wishes to submit to the Registrar of Voters electronically with information informing the official of the office(s) to which the petition pages relate.
2. The candidate will compile all signatures received via electronic mail or mail and submit a single electronic file of signature pages to each Registrar of Voters.
3. Candidate will compile all signatures received via mail and submit a single packet of pages to each Registrar of Voters.
4. The candidate must submit a copy the electronic mail received from each enrolled party member containing a signed petition page as proof of the validity of the voter's signature.
5. Information regarding the contact information for electronic submission to Registrars of Voters can be located at: <https://portal.ct.gov/-/media/SOTS/ElectionServices/Registrar-of-Voters/Registrar-of-Voters-List.pdf?la=en>
6. All petition pages must be received by the Registrar of Voters by the deadline of 4 p.m. June 11, 2020 set in Executive Order No. 7LL.
7. Nothing within Executive Order No. 7LL precludes petitioning by any other means set forth in the General Statutes.



Office of the Secretary of the State  
165 Capitol Avenue  
Hartford, CT 06106

### MEMORANDUM OF OPINION

To: All Town Clerks and Registrars of Voters  
From: Office of the Secretary of the State  
Date: May 5, 2020  
Re: Polling Place Staffing Requirements During a State of Health Emergency

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We are writing this opinion to clarify the minimum staffing requirements for the upcoming August 11, 2020 Republican and Democratic Primaries. More specifically, we are clarifying that the minimum staffing requirements in existence for the Presidential Preference Primary will remain in effect for the combined August 11, 2020 combined State, Federal and Presidential Preference Primaries at a time when the Governor has declared a public health and civil preparedness emergency throughout the State of Connecticut.

This opinion is limited to absentee ballots issued for the August 11, 2020 Republican and Democratic Primaries and is issued pursuant to Connecticut General Statutes §9-3 which states, “(a)The Secretary of the State, by virtue of the office, shall be the Commissioner of Elections of the state, with such powers and duties relating to the conduct of elections as are prescribed by law and, unless otherwise provided by state statute, the secretary’s regulations, declaratory rulings, instructions and opinions, if in written form, and any order issued under subsection (b) of this section, shall be presumed as correctly interpreting and effectuating the administration of elections and primaries under this title, except for chapters 155 to 158, inclusive, and shall be executed, carried out or implemented, as the case may be, provided nothing in this section shall be construed to alter the right of appeal provided under the provisions of chapter 54. Any such written instruction or opinion shall be labeled as an instruction or opinion issued pursuant to this section, as applicable, and any such instruction or opinion shall cite any authority that is discussed in such instruction or opinion....”

In the State of Connecticut, the number of poll workers required for a Presidential Preference Primary is detailed in Connecticut General Statutes §9-476 as follows:

The primary officials of each party for each polling place shall be as specified in section 9-436, except that (1) the appointment of assistant registrars of voters and absentee ballot counters shall be permitted but not required, (2) the minimum number of official checkers shall be one, (3) the minimum number of voting tabulator tenders shall be one for each two voting tabulators in use, (4) if two parties are holding primaries and the registrars of voters of such parties so agree, such registrars of voters may jointly

appoint (A) one moderator of both primaries and (B) one enrolled member of either party to serve as head moderator of both primaries, (5) notwithstanding any reduction in the number of primary officials as permitted by this section, any duty required of primary officials by the general statutes may be performed by one or more primary officials, at the direction of the registrar of voters of the party of such officials, and (6) the registrar of voters shall have the sole power to appoint such officials.

For a primary that is not a Presidential Preference Primary, Connecticut General Statutes §9-436 provides for an alternate number of poll workers as follows:

(c) The registrar shall appoint from among the enrolled party members in the state, to serve in each polling place, the primary polling place officials, who shall consist of one moderator, at least one, but not more than two official checkers, not more than two challengers if the registrar deems it necessary, and at least one and not more than two ballot clerks and at least one but not more than two voting tabulator tenders for each tabulator in use at such primary and, in towns with two or more voting districts at least one and not more than two assistant registrars...

We are aware that the Governor has issued Executive Order No. 7BB which moved the date of the Presidential Preference Primary from June 2, 2020 to August 11, 2020.

**Further Postponement of Presidential Preference Primary to August 11.** To protect the health and safety of voters, poll workers, and the most vulnerable members of our population, I hereby further modify Section 9-464 of the Connecticut General Statutes to provide that on August 11, 2020, each party shall conduct a primary in each town if the names of two or more candidates for President of the United States remain on such party's ballot in accordance with the provisions of chapter 154 of the General Statutes.

It is a well settled principle of statutory construction that a specific statutory provision should override a more general provision. Given the action by the Governor pursuant to Executive Order No. 7BB, municipalities will hold both a Presidential Preference Primary and, in some municipalities, a state or federal primary on the same day. By providing that both primaries be held on the same day, Executive Order No. 7BB has created a conflict between the two statutes discussed above. Following the well settled principles of statutory construction, it is the opinion of this office that the number of poll workers to be used at any primary to be held on August 11, 2020 shall be controlled by Connecticut General Statutes §9-476.

This opinion is also consistent with Centers for Disease Control and Prevention and Connecticut Department of Public Health guidelines regarding the prevention of the spread of COVID-19 within our communities which indicate that we should limit the number of people who appear and work at each polling location and to practice other social distancing practices.

<https://www.cdc.gov/coronavirus/2019-nCoV/summary.html>

Given the risk to public health, the advice of medical experts, the Governor's Executive Order No. 7BB, and our ability to interpret and apply Title 9 of the General Statutes to the administration of elections and primaries in the State of Connecticut, it is our opinion that Connecticut General Statutes §9-476 control the number of poll workers to be used for the August 11, 2020 primary.



Office of the Secretary of the State  
165 Capitol Avenue  
Hartford, CT 06106

### MEMORANDUM OF OPINION

To: All Town Clerks and Registrars of Voters  
From: Office of the Secretary of the State  
Date: May 1, 2020  
Re: Supervised Absentee Balloting Voting During a State of Health Emergency

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We are writing this opinion to ensure that all eligible voters are able to participate in the upcoming August 11, 2020 Republican and Democratic Primaries. More specifically, we are clarifying the requirements for Supervised Absentee Balloting at a time when the Governor has declared a public health and civil preparedness emergency throughout the State of Connecticut.

This opinion is limited to absentee ballots issued for the August 11, 2020 Republican and Democratic Primaries and is issued pursuant to Connecticut General Statutes §9-3 which states, “(a)The Secretary of the State, by virtue of the office, shall be the Commissioner of Elections of the state, with such powers and duties relating to the conduct of elections as are prescribed by law and, unless otherwise provided by state statute, the secretary’s regulations, declaratory rulings, instructions and opinions, if in written form, and any order issued under subsection (b) of this section, shall be presumed as correctly interpreting and effectuating the administration of elections and primaries under this title, except for chapters 155 to 158, inclusive, and shall be executed, carried out or implemented, as the case may be, provided nothing in this section shall be construed to alter the right of appeal provided under the provisions of chapter 54. Any such written instruction or opinion shall be labeled as an instruction or opinion issued pursuant to this section, as applicable, and any such instruction or opinion shall cite any authority that is discussed in such instruction or opinion...”

In the State of Connecticut, supervised absentee balloting is administered pursuant to Connecticut General Statutes §§ 9-159q and 9-159r which generally require that absentee balloting conducted at a convalescent or nursing home be supervised by the registrars of voters or their designees. Specifically, Connecticut General Statutes §9-159r states, “(a) Notwithstanding any provision of the general statutes to the contrary, if twenty or more of the patients in any institution in the state are electors, absentee ballots voted by such electors shall be voted under the supervision of the registrars of voters or their designees of the town in which the institution is located, in accordance with the provisions of this section. As used in this section, the term “institution” shall be construed as defined in section 9-159q.”

We are aware that the Governor has issued Executive Order No. 7A which allowed the Department of Public Health to issue visitor restrictions on certain institutions.

For the duration of the aforementioned public health and civil preparedness emergencies, or until such time as I repeal or modify this executive order, notwithstanding Section 19a-550(b)(12) of the Connecticut General Statutes or any other statute, regulation, local rule or ordinance or provision of law, the Commissioner of Public Health is authorized to issue any and all orders restricting entrance into nursing home facilities, residential care homes or chronic disease hospitals that she deems necessary to protect the health and welfare of patients, residents and staff.

Accordingly, the Department of Public Health has issued the following order:

I hereby order, effective immediately, that my March 13, 2020 Order imposing a complete ban on all visitors to such Facilities, be extended in its entirety with the same stated exceptions and restrictions, for the duration of the public health and civil preparedness emergency....

Therefore, absent a change in such Order, it is the opinion of this office that the current public health emergency of COVID-19 and Executive Order 7A and the corresponding Order by the Commissioner of the Department of Public Health eliminate the ability of the Registrars of Voters to conduct Supervised Balloting at nursing homes, residential care homes, and chronic disease hospitals.

Each Municipal Clerk shall provide a regular absentee ballot to each applicant of such facilities and allow residents of such facilities to vote using such regular absentee ballot and enlist any and all assistance of their choosing without the requirement of Supervised Absentee Ballot voting.

This opinion is also consistent with Centers for Disease Control and Prevention and Connecticut Department of Public Health guidelines regarding the prevention of the spread of COVID-19 within our communities which indicate that older adults are at higher risk of getting very sick from this illness as well as people who have serious chronic medical conditions. <https://www.cdc.gov/coronavirus/2019-nCoV/summary.html>

Given the risk to public health, the advice of medical experts, the Governor's Executive Order No. 7A, the Commissioner of the Department of Public Health's Order, and our ability to interpret and apply Title 9 of the General Statutes to the administration of elections and primaries in the State of Connecticut, our office is duty bound to eliminate the Supervised Balloting requirement for the August 11, 2020 primary.

## ELECTION SUPPORT TEAMS

As you are all aware, we have been planning and working towards dividing our division into Election Support Teams. We will have FIVE teams. Each team will consist of an Election Officer, Clerical Staff, a Staff Attorney, and a Local Support Team member.

The idea is to give the towns within your district a direct contact person to facilitate greater interaction and customer service.

We will continue to work on this concept and develop and change it as necessary. We will continue to appoint certain people to collect filed documents so that we do not duplicate work.

STAFF	TEAM 1	TEAM 2	TEAM 3	TEAM 4	TEAM 5
CLERICAL	SANDI PENA	ILONA HAVRILLA	JESSICA GELIN		LORI MAGORA
ELECTION OFFICER	JOAN GIBSON	MORIAH MORIARTY	SHIRLEY SURGEON	TAFFY WOMACK	HEATHER AUGERI
STAFF ATTORNEY	BERNIE LIU	LEW BUTTON	TED BROMLEY		AIDA CARINI
LOCAL SUPPORT TEAM	SHANNON BERQUIST	MATT BERGER	CHRISTINE BARTLETT JOSIE	MAX MEDINA	TIM DECARLO

Attached you will find the regions assigned to each team on the map included.

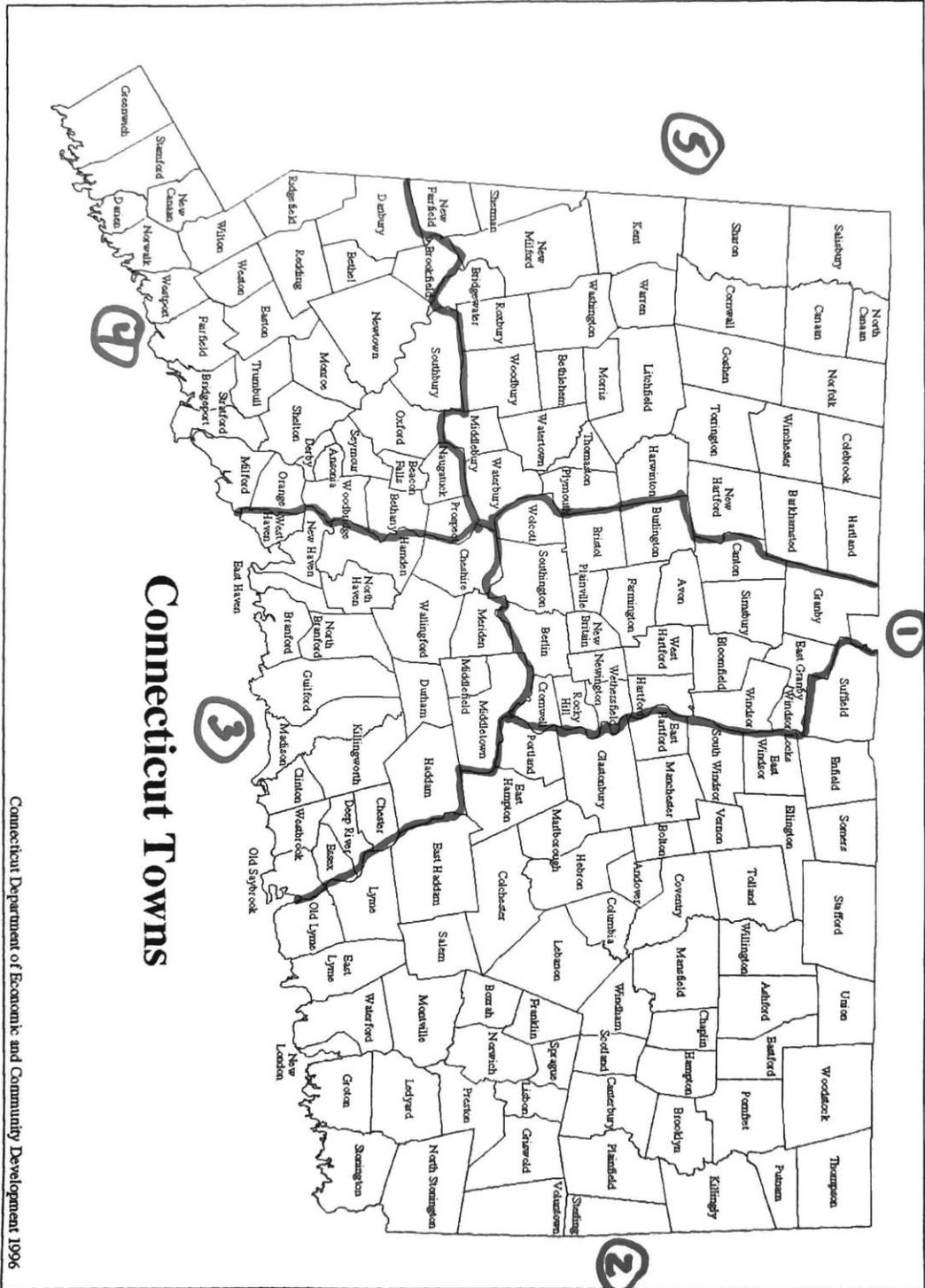
THANKS,



Theodore E Bromley

Director of Elections

# Election Support Teams



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**STATE OF CONNECTICUT**

**BY HIS EXCELLENCY**

**NED LAMONT**

**EXECUTIVE ORDER NO. 7LL**

**PROTECTION OF PUBLIC HEALTH AND SAFETY DURING COVID-19 PANDEMIC AND RESPONSE – CHANGES TO PETITIONING PROCESS FOR BALLOT ACCESS**

**WHEREAS**, on March 10, 2020, I issued a declaration of public health and civil preparedness emergencies, proclaiming a state of emergency throughout the State of Connecticut as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and Connecticut; and

**WHEREAS**, pursuant to such declaration, I have issued thirty-eight (38) executive orders to suspend or modify statutes and to take other actions necessary to protect public health and safety and to mitigate the effects of the COVID-19 pandemic; and

**WHEREAS**, COVID-19 is a respiratory disease that spreads easily from person to person and may result in serious illness or death; and

**WHEREAS**, the World Health Organization has declared the COVID-19 outbreak a pandemic; and

**WHEREAS**, the risk of severe illness and death from COVID-19 is higher for individuals who are 60 or older and for those who have chronic health conditions; and

**WHEREAS**, to reduce the spread of COVID-19, the United States Centers for Disease Control and Prevention and the Connecticut Department of Public Health (DPH) recommend implementation of community mitigation strategies to increase slow transmission of the virus, including cancellation of gatherings of ten people or more and social distancing in smaller gatherings; and

**WHEREAS**, public health experts have determined that it is possible to transmit COVID-19 even before a person shows symptoms and through aerosol transmission; and

**WHEREAS**, there exists a compelling interest in reducing the risk of transmission of COVID-19 among candidates seeking election, their supporters who are seeking to contact potential voters and the public at large; and

**WHEREAS**, the process of qualifying for ballot access through in-person petitioning as required under Title 9 of the General Statutes is a basic and vital requirement of our state constitution and our election laws, the purpose of which is to ensure that voters have the opportunity to choose

**DOUBLE CLICK ON IMAGE TO READ ENTIRE DOCUMENT**

**STATE OF CONNECTICUT**

**BY HIS EXCELLENCY**

**NED LAMONT**

**EXECUTIVE ORDER NO. 7QQ**

**PROTECTION OF PUBLIC HEALTH AND SAFETY DURING COVID-19 PANDEMIC  
AND RESPONSE – SAFE VOTING DURING STATEWIDE PRIMARY**

**WHEREAS**, on March 10, 2020, I issued a declaration of public health and civil preparedness emergencies, proclaiming a state of emergency throughout the State of Connecticut as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and Connecticut; and

**WHEREAS**, pursuant to such declaration, I have issued forty-three (43) executive orders to suspend or modify statutes and to take other actions necessary to protect public health and safety and to mitigate the effects of the COVID-19 pandemic; and

**WHEREAS**, COVID-19 is a respiratory disease that spreads easily from person to person and may result in serious illness or death; and

**WHEREAS**, the World Health Organization has declared the COVID-19 outbreak a pandemic; and

**WHEREAS**, to reduce the spread of COVID-19, the United States Centers for Disease Control and Prevention (CDC) and the Connecticut Department of Public Health (DPH) recommend implementation of community mitigation strategies to slow transmission of COVID-19, including cancellation of gatherings of ten people or more and social distancing in smaller gatherings; and

**WHEREAS**, the risk of severe illness and death from COVID-19 is higher for individuals who are 60 or older and for those who have chronic health conditions; and

**WHEREAS**, public health experts have determined that it is possible to transmit COVID-19 even before a person shows symptoms and through aerosol transmission; and

**WHEREAS**, a statewide primary election is scheduled for August 11, 2020, to select candidates for various state offices and for the 2020 federal presidential election; and

**WHEREAS**, a significant portion of poll workers and volunteers are 60 or older; and

**WHEREAS**, because elderly registered voters consistently demonstrate the highest rate of voter turnout, providing an alternative to in-person voting could be particularly helpful in reducing the risk of transmission during voting among this population; and

## CDC ELECTION GUIDELINES

### Background

There is much to learn about the novel coronavirus (SARS-CoV-2) that causes coronavirus disease 2019 (COVID-19). Based on what is currently known about SARS-CoV-2 and about similar coronaviruses, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. Transmission of SARS-CoV-2 to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus in general occurs much more commonly through respiratory droplets than through contact with contaminated surfaces. Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in election polling locations.

### Purpose

This guidance provides recommendations on the routine cleaning and disinfection of polling location areas and associated voting equipment (e.g., pens, voting machines, computers). It suggests actions that polling station workers can take to reduce the risk of exposure to COVID-19 by limiting the survival of the virus in the environment. This guidance will be updated if additional information becomes available.

### Definitions:

Community settings (e.g. polling locations, households, schools, daycares, businesses) encompass most non-healthcare settings and are visited by the general public.

Cleaning refers to the removal of dirt and impurities including germs from surfaces. Cleaning alone does not kill germs. But by removing them, it decreases the number of germs and therefore any risk of spreading infection.

Disinfecting kills germs on surfaces. Disinfecting works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduce any risk of spreading infection.

### Actions for elections officials in advance of election day

Encourage voters to use voting methods that minimize direct contact with other people and reduce crowd size at polling stations.

Encourage mail-in methods of voting if allowed in the jurisdiction.

Encourage early voting, where voter crowds may be smaller throughout the day. This minimizes the number of individuals a voter may come in contact with.

Encourage drive-up voting for eligible voters if allowed in the jurisdiction.

Encourage voters planning to vote in-person on election day to arrive at off-peak times. For example, if voter crowds are lighter mid-morning, advertise that in advance to the community.

Encourage relocating polling places from nursing homes, long-term care facilities, and senior living residences, to minimize COVID-19 exposure among older individuals and those with chronic medical conditions.

Consider additional social distancing and other measures to protect these individuals during voting.

#### Preventive actions polling workers can take

Stay at home if you have fever, respiratory symptoms, or believe you are sick

Practice hand hygiene frequently: wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Practice routine cleaning of frequently touched surfaces: including tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, etc.

Disinfect surfaces that may be contaminated with germs after cleaning: A list of products with EPA-approved emerging viral pathogens claim<sup>external icon</sup> is available. Products with EPA-approved emerging viral pathogens claims are expected to be effective against the virus that causes COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, use of personal protective equipment).

Clean and disinfect voting-associated equipment (e.g., voting machines, laptops, tablets, keyboards) routinely. Follow the manufacturer's instructions for all cleaning and disinfection products.

Consult with the voting machine manufacturer for guidance on appropriate disinfection products for voting machines and associated electronics.

Consider use of wipeable covers for electronics.

If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to clean voting machine buttons and touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

#### Preventive action polling stations workers can take for themselves and the general public

Based on available data, the most important measures to prevent transmission of viruses in crowded public areas include careful and consistent cleaning of one's hands. Therefore:

Ensure bathrooms at the polling station are supplied adequately with soap, water, and drying materials so visitors and staff can wash their hands..

Provide an alcohol-based hand sanitizer with at least 60% alcohol for use before or after using the voting machine or the final step in the voting process. Consider placing the alcohol-based hand sanitizer in visible, frequently used locations such as registration desks and exits.

Incorporate social distancing strategies, as feasible. Social distancing strategies increase the space between individuals and decrease the frequency of contact among individuals to reduce the risk of spreading a disease. Keeping individuals at least 6 feet apart is ideal based on what is known about COVID-19. If this is not feasible, efforts should be made to keep individuals as far apart as is practical. Feasibility of strategies will depend on the space available in the polling station and the number of voters who arrive at one time. Polling station workers can:

Increase distance between voting booths.

Limit nonessential visitors. For example, poll workers should be encouraged not to bring children, grandchildren, etc. with them as they work the polls.

Remind voters upon arrival to try to leave space between themselves and others. Encourage voters to stay 6 feet apart if feasible. Polling places may provide signs to help voters and workers remember this.

Discourage voters and workers from greeting others with physical contact (e.g., handshakes). Include this reminder on signs about social distancing.

#### Recommendations for processing mail-in ballots

Workers handling mail in ballots should practice hand hygiene frequently

No additional precautions are recommended for storage of ballots

## CLEANING PROCEDURES FOR OPTICAL SCAN VOTING EQUIPMENT

### For the Voter:

Quick drying hand sanitizer and/or plastic gloves should be used to avoid getting the ballots wet.

Additional hand sanitizer and garbage containers to deposit used plastic gloves should be available as the Voter exits the Polling Location, AFTER the ballot has been deposited into the tabulator.

If the voter wishes to use their own pen, it must be blue or black ink that dries quickly. Excess ink pooling on the ballot can damage the voting machines. Please remember the tabulators do not see the color red, red ink should not be used.

### For the Election Officials and Staff:

Sanitizer and plastic gloves should be available to all election staff. Sanitizer should be kept away from paper ballots, paper check lists and electronic devices.

Marking Pens, Voting Booths, and any high contact surfaces (table tops, door handles, etc..) should be wiped down with disinfecting wipes.

### Avoiding Damage to Paper Ballots and Voting Equipment

When using hand sanitizer, make sure hands are completely dry before touching paper ballots, check lists or voting equipment. Excess moisture can cause damage to all these items.

Disinfecting wipes can leave behind liquid residue. Make sure all surfaces are dry before placing paper ballots or checklists in the disinfected area.

If ballots become damp from sanitizer or other moisture, make sure they are not fed through your tabulator. Damp ballots can tear inside the voting machine rendering them inoperable. If ballots become damp they should be spoiled or placed in the hand count compartment.

Disinfecting wipes should not be used as gloves for handling ballots or other items in a polling place. Please have disposable gloves available if a poll worker or voter wishes to protect their hands.

If hand sanitizer is made available at the exit of the polling place, make sure it is located after the voter has deposited their ballot in the tabulator, not before.

## CLEANING PROCEDURES FOR THE IVS VOTING EQUIPMENT

In light of our current Coronavirus concerns and the upcoming elections, we would like to inform you of a recommended way to clean your IVS Ballot Marking Machines.

Disinfecting wipes are ok to clean the touchscreens, keyboard and keypad before and after each use, but please be sure to wring out the excess liquid before use and do not use wipes containing bleach.

Also, make sure to use a new pair of disposable headphone covers for every voter unless they use their own headphone.

It is always good practice for people to use hand sanitizer when they arrive and leave the polling station, and that's true whether they use the ballot marking system or not.

## POLLING PLACE PERSONAL PROTECTIVE EQUIPMENT

Each municipality will receive an Election Administrator Protective “Kit” for each polling location in the municipality. The “Kit” will include:

- (1) “Vote” masks;
- (2) Custom sanitizer;
- (3) Gloves;
- (4) Cleaning supplies for voting machines;
- (5) An extra box of Nitrile Gloves 200 pack per kit; and
- (6) A 24 pack of the Protective Face Shields. One per town/city/municipality.

These items will be dropped shipped directly to each municipality.

## BALLOT DROP BOXES

Each municipality will receive at least one ballot drop box. The top 31 municipalities in population will receive a second Ballot Box. The Ballot Boxes will be dropped shipped to each municipality. When shipped American Security Cabinets will send a shipping link so that each municipality will be able to track their own shipments.



### Ballot Drop Box Model 710

Interior/exterior security cabinet made with a low-maintenance, brushed stainless steel material, used to protect your cabinet from harsh elements. Includes a slot closer for quick attachment at poll closing. ADA compliant – offers one-hand delivery at ADA height.

Each Ballot Box is:

- Low-maintenance, brushed stainless steel material makes it easy to remove graffiti and other harsh elements. ADA Compliant to fit the needs of all the communities.
- Heavy duty, all weather construction.
- Easy installation
- Ships fully assembled

Dimensions:

- Outside Dimensions: (inches) 19" x 20" x 47" high
- Material Type: Brushed Stainless Steel
- Collection Container placed inside the cabinet for easy collection.

Security:

- Double lock access (3) brass locks.
- Double bitted keys
- Lock covers
- Anti-tamper protection

Each Ballot Box meets the strict State of California specifications.

## POST ELECTION CLEANING SERVICES

American Integrity Restoration will provide post election cleaning services. The Secretary of the State will contact each municipality to schedule a time for the polling locations used to be cleaned.

The cleaning personnel will wear all required Personal Protective Equipment (PPE), required materials, and containment. Where needed, Air Quality Equipment will be used to execute the proper disinfection protocol of the space as well as the protection of our employees.

Product: Hospital-grade disinfection system which has an EPA inactivation claim against the Norovirus. .

Methods Used: Initial Spray Or Fogging of the product, wipe to remove gross or large contaminants for any surfaces or areas that need to be treated.

Access To Space: We will require full unobstructed access to the space that will be treated, including Access Codes, Unlocked Doors, Etc - we will work directly with each polling location to gain access.

## QUESTION AND ANSWERS – COVID – 19 ELECTION OPERATIONS

**1. Question:**

What happens if we are not capable of processing all the ballots in the 24-hr turnaround time?

- a. While you can expect more absentee ballots, we have provided numerous resources to assist you with this process. For example, the use of a mail house, PPE purchase, and providing financial assistance for any extra help you may need. We have also worked with the Governor's office volunteer program in an attempt to solicit additional resources for your office.

**2. Question:**

What happens if COVID-19 interferes with our ability to work in our office?

- a. We have continued to issue guidance on this issue. In addition to our guidance and additional resources, you should already be working with your town and local health department on any issued that may be unique to you locally.

**3. Question:**

What are the recommendations and standards required for the mailboxes and do they apply to all towns?

- a. Drop boxes are used by many states. The drop box we are using meet the standards issued by the State of California as well as the Department of Homeland Security. This is also a resource to be used for those offices who are having trouble operating during the COVID-19. Also, the recent EO issued by the Governor includes the use of the drop box so it is required to be used.

**4. Question:**

Is the drop box capable of being locked and is it required?

- a. Yes, and there is only one set of keys to be held by the Town Clerk.

**5. Question:**

Is the mailing house secure?

- a. Yes. The mail house is based in Rhode Island as well as numerous other states, including Florida. They have conducted numerous balloting services for other states. They have been an existing state contractor for over 30 years and have processed income tax refund checks to people in the past. They will not have direct access to CVRS.

**6. Question:**

Will a standard guideline or flowchart be created that will list who is responsible for each step of the process and by what date each step needs to be completed?

- a. We have worked with the COVID response committees and have issued an Absentee Ballot flow chart which details each step of our absentee ballot process and identified who is responsible for each step of the process.

**7. Question:**

How does the mailing house receive the absentee ballots for each town/city?

- a. The printers will mail most absentee ballots to the mailing house and some to the Town Clerks to use as emergency ballots and test ballots for the ROVs.

**8. Question:**

Will Mail House be responsible for re-issuing another ballot if an elector claims they never received their ballot?

- a. No, in our absentee ballot road map we address this situation. Each Town Clerk will be responsible for issuing additional ballots if requested.

**9. Question:**

Since the mail house will place the appropriate ballot “kits” into the mailing envelopes will they also be responsible for tracking the number of ballots they received from each town?

- a. Any applications and ballots issued by the mail house will be tracked.

**10. Question:**

How do we deal with ballots dropped off in the Ballot Boxes that belong in another town?

- a. We suggest that the Town Clerk of the town in question should be notified and an arrangement should be made to get the ballot to the appropriate town.

**11. Question:**

After the clearing house uploads the town clerk data and mails ballots, will the clerks receive a report/confirmation from the clearing house? (Can we run a report on CVRS each day and can cross-check it)?

- a. Yes.

**12. Question:**

What about overseas voters and people who qualify for email ballots?

- a. As stated in our absentee ballot road map, each town clerk will continue to handle those ballot requests locally

**13. Question:**

How to handle ruined ballots?

- a. Destroyed or ruined ballots should be handled in the same manner as a year absent COVID 19.

**14. Question:**

Once all the applications are entered into CVRS will the Mail House generate labels (to adhere) or print all label data directly onto self-sealing envelopes?

- a. The Mail house will print supplies on demand and will print all information directly on to the ballot envelopes.

**15. Question:**

Will they also print the mailing address of the Town Clerk on the serial numbered envelope (2-sided printing-side 1 elector info/side 2 mailing address of the correct Town Clerk)?

- a. Yes.

**16. Question:**

Once printed by LHS or Adkins and mailed directly to the Mail House TCs lose all control of absentee ballots. Will the Mail House also be responsible for mailing EACH town's polling location sample ballots to SOTS (Heather)? Are there any scenarios where TCs MUST issue an absentee ballot to an elector? Does the TC need to possess ANY absentee ballots? The Mailing House will continue to mail out absentee ballots until at least the Thursday prior to the Election?

- a. We have addressed these scenerios in our absentee ballot road map. There will be certain circumstances when a town clerk must still issue a ballot.

**17. Question:**

When will the AB applications be mailed out to voters by the mailing house? Actual date?

- a. Applications will be mailed out during the fourth week of June.

**18. Question:**

If Town Clerks receive an AB application and enter the information into CVRS the same day it is received, will the mailing house mail out the absentee ballot within 24 hours after information is entered into CVRS?

- a. Yes

**19. Question:**

Since adding COVID related anxiety as a reason to obtain an application, do we have to monitor the reasons for the sickness and decide whether to issue an AB ballot?

- a. No, the Governor's EO, which has the effect of law, has removed barriers to the absentee ballot process.

**20. Question:**

Is there a special process to get the scanners to connect to CVRS and work, or do they just plug them in to a computer that has CVRS on it and they instantly know how to scan & print?

- a. There is a scanning function within CVRS. Each town that purchases a scanner will be able to scan any returned application.

**21. Question:**

Will they send applications to the nursing homes? How will they determine who is in a nursing home since only the address makes that evident? (I am working with the nursing home directors/recreation directors in the nursing homes to determine who needs a ballot.)

- a. All enrolled party members will get an application. The application will be sent to the address on file within CVRS.

**22. Question:**

Will Town Clerks still follow up with an elector who did not complete their application properly?

- a. Yes

**23. Question:**

Who will handle ALL the calls from people who have never, ever voted absentee? The mail house?

- a. Each town clerk will be responsible for questions from their voters. We will also conduct a statewide public information campaign to assist with any inquiries.

**24. Question:**

Have ROVs completed their recanvas? Who will be receiving back the thousands of UNDELIVERABLES of absentee ballot applications sent by the Mail House for follow-up?

- a. Yes, the ROV have completed their annual canvass. The addresses will be proofed by the USPS before the applications will be sent. Any undeliverable application will be returned to the town clerk who can forward the information to the registrars of voters.

**25. Question:**

What should be our ballot order?

- a. We recommend ordering at least 80% of the electorate and provided 80% of the ballots ordered to the mail house and 20% should be sent to the town for back up.

**26. Question:**

How will the ballot will look since President will be on the ballot? (I know endorsed candidates are \* and go on the A line and the petitioning candidate is on the B line.)

- a. The ballot will have both the Presidential race and any local primary race on the same ballot. The races will be separated by a black line. President will be first followed by any local primary to the right.

**27. Question:**

Who will issue the serial numbers?

- a. As stated in the absentee ballot road map, the serial number will be automatically generated by CVRS and sent to the mail house.

**28. Will the official books be done the same way?**

- a. Yes

**29. Question:**

Where do we store the returned ballots?

- a. Once ballots are returned by the voter, the processing of the ballots will remain the same as in current statute. None of the security protocols have changed.

**30. Question:**

Will TCs still be required to hand sort these ballots by street address / last name? To ensure accuracy and verification many TCs generate a CVRS detail ballot report by the Friday before the Election to check off each ballot to ensure all ballots are accounted in the first batch of absentees.

- a. Yes, the same record keeping standards still apply.

**31. Question:**

Given the number of ABs we are anticipating, can we start opening ballots in advance of Primary Day?

- a. No. Ballots can be pre-sorted and pre-checked but the actual counting of the ballot must be completed on election day.

**32. Question:**

If town offices are still closed to the public, what do we do about in person AB ballot issuing?

- a. We have sent an application to every eligible party member. To the extent the virus still exists in August we can re-asses the situation. However, you should begin planning with your local health department as to the safest way to welcome the voting public to your office.

**33. Question:**

What are the sizes of the envelopes (applications then ballots) being mailed to the TCs? Clerks are exploring automated "letter" opening equipment to save time. Once an app is received into the TC office will CVRS be dramatically enhanced to scan in the barcode, immediately bring up the elector (WITH POPULATED DATA FIELDS), review and UPDATE? What about sequentially numbered envelopes? Does this mean the end of election report is no longer valid?

- a. We have explained the issue of ballots, sizes and return options in our absentee ballot road map.

**34. Question:**

Ballot folding is a concern since the fold must not fall on any oval. Will elector be required to fold their ballot or will it still be folded by LHS or Adkins? If folded does the Mail House have the insert capabilities of inserting a heavy folded document into the envelope?

- a. If folded, the ballots will be folded by the current printers to ensure the fold does not land on an oval or timing mark.

**35. Question:**

Are there guidelines for towns to follow who maybe have never used the CVRS system before so we can learn?

- a. Yes, we will be offering CVRS classes remotely for new users towards the middle/end of July.

**36. Question:**

How will we enter information into CVRS when the AB application is received, and also when the ballot is returned?

- a. This question is covered by the absentee ballot road map. There is a batch program on CVRS for both issuing and returning ballots.

**37. Question:**

ROVs must create a sanitary, safe polling location for voters on primary day. If town halls are open public prior the primary, what is the expectation for the Town Clerks to keep the polling booths in town hall clean after each absentee voter? Can TCs demand that voters receive their absentee ballot by mail?

- a. The town clerk should keep their office clean pursuant to CDC guidelines even when dog licenses and land records are recorded. This practice should already be in place.

**38. Question:**

Does the notice of the primary have to be in the newspaper or can we simply put it on our websites?

- a. It can be posted on the web pursuant to a recent EO by the Governor.

**39. Question:**

My First Selectman received a HAVA grant application from SOTS. (See below) I was unaware of this matching grant. Do you have any further information to share? If not, I'd like to know why this went to the First Selectman and not to town clerks?

- a. We send the grant information to all TC's and ROV's first and a week later we sent the same information along to your First Selectman.

**40. Question:**

Will the towns get reimbursed for ALL of their expenditures for the August election? If we are required to order 80% absentee ballots, can we submit the additional costs?

- a. The grants are intended to supplement and not supplant local funding. We are already paying for application and ballot mailings. In order to receive reimbursement we need to receive a safe polls plan first. We will not reimburse for ballot expenses.

**41. Question:**

Will equipment purchased be reimbursed? Additional computers, hand held scanners, storage bins, etc?

- a. Computers are subject to a 50% grant program and the rest of the reimbursement is subject to review by our office. Any reimbursement must be justified and must be an additional expense.

**42. Question:**

Must voters wear a mask? Do we provide them with masks if they don't have one? Can a voter refuse? Please provide a process for us to use if a voter refuses just because they don't want to wear one.

- a. As long as the Governor's EO is in place, a voter must adhere to the requirement of wearing a mask when in a public space.

**43. Question:**

When are the mail boxes arriving and are the town clerks the only ones with keys?

- a. Ballot boxes will be mailed and we will provide a tracking number to each town to track the shipment. Town Clerks will possess the only keys.

**44. Question:**

Could you be specific as to what SOTS will be providing because if SOTS is not going to supply what we feel necessary, we need time to order the supplies?

- a. If a safe polls plan has been submitted we will supply masks, gloves, sanitizer, face shields.

**45. Question:**

Is there a recommendation on how to clean privacy folders? Can they be eliminated ?

- a. We suggest that you order more privacy folders or use Lysol or some other similar product if you need to reuse a folder.

**46. Question:**

Is curbside voting going to be required?

- a. It is not required but will remain available. Curbside voting should not be used to turn a polling place into a drive-thru location.

**47. Question:**

Can a Moderator or other poll worker who cannot wear a mask because of medical reasons still work at the polls?

- a. This candidate should not be a first choice. You may consider if there is another job that this person can assist with on election day. In addition, a high risk person (nurse, doctor) should also not be a poll worker.

**48. Question:**

How far in advance can we test/program the tabulators before an elections?

- a. Regulations require at least 10 days in advance but testing can also occur earlier.

**49. Question:**

Is SOTS mail house mailing out ballots with return postage paid?

- a. Yes

**50. Question:**

Will we have the ability to combine polling locations? Given the mailing of AB applications to all registered voters and the anticipated high return of those, as well as the fact that both primaries are already decided, the combining of locations makes good sense. We do not want to have to put poll workers at risk for just a few voters at each location and, financially, this would ease a burden to the town budgets that are struggling due to Covid19.

- a. Given the recent occurrences in Wisconsin and Georgia, it is not advisable to reduce polling places. The trend appears to be the people will still prefer to vote in person even with additional absentee balloting opportunities. Absent a necessity, it is unlikely our office will approve a polling place reduction. This will be a process that is discussed with our office and each town.

**51. Question:**

Can IVS be eliminated for the 8/11 Primary

- a. No

**52. Question:**

Why are registrars required to be in their offices on Thurs. June 11<sup>th</sup> when our office is closed to the public?

- a. June 11<sup>th</sup> is the deadline for filing primary petitions. It is statutorily mandated that election officials be in their office on the filing deadlines.

**53. Question:**

In the 5/18/20 SOTS conference call, Deputy Scott Bates said that the CT National Guard will be coming to our offices to assess security on our computers. Has SOTS previously provided minimum computer security requirements for ROV computers? I cannot locate any documents doing an email search or find it in the manual. The computers in my office were set up long before I took this position so I want to make sure I know what to look for or discuss with our tech support team before the CNG visit.

- a. The National Guard cyber review is a valuable and once in a decade opportunity for each municipality to receive FREE cyber security assistance. This opportunity should be taken seriously and fully.

**54. Question:**

How does the TC handle any new voters that must prove their residency?

- a. We will provide information regarding the HAVA requirements with the absentee ballots.

**55. Question:**

When will the new absentee ballot screen become available for TC use?

- a. The new CVRS absentee ballot processing screen is no functional.

**56. Question:**

What is the status of Towns not connected to CVRS? There are at least 5 towns that still have connection issues.

- a. We are aware of a few towns that still have connection issues, however, these issues require them to consult with their local IT consultants.

**57. Question:**

The return address on the AB applications is the SOTS address at 165 Capitol Ave with PO Box 150470. What will happen to all of the undeliverable applications?

- a. The Secretary of the State will sort and deliver those returned applications to each town so they can review them for any additional action they deem necessary.

**58. Question:**

Will the mail house print the district number and party affiliation on the absentee ballot envelope? This is needed to sort applications for the ROVs to confirm that check list has a notation that the voter received an absentee ballot.

- a. Yes, all of the information that is included on a normal absentee ballot outer envelope will be printed and included on the ballots issued by the mail house.

**59. Question:**

What are the dimensions of the drop box? How many ballots can it hold?

- a. The demensions of the drop box are: 19" x 20" x 47" high. They can hold around 2500 ballots.

**60. Question:**

ROVs are telling TCs that a Democrat and Republican have to be present to empty the ABs from the drop box.

- a. Ballot boxes are treated the same as ballots returned by mail so same handling process would apply to the ballots returned by use of the ballot box.

**61. Question:**

Any thoughts on how to process the post-election disposition report? Typically, we issue Dems a set of serial numbers and Rep a separate set of serial numbers. CVRS will issue numbers consecutively and not based on party affiliation. Also, TCs were instructed to enter AB applications currently on file into CVRS now. Some TCs used the ED-8 envelopes, but want to reuse the envelope for another election. How do they note that serial number was used, but the envelope will be reused again?

- a. Using the absentee ballot report on CVRS will list the ballots by district and with a serial number. As such, you can simply print the absentee ballot report in CVRS and attached it to the disposition report.

**62. Question:**

We were told that the voter would have the ability to look up the status of their ballot via a website. What is the status of website? Can the voter independently look up the status of their ballot? How will voter know that such website exists as it is not on the application?

- a. A voter can currently use the voter look-up tool on the Secretary of the State website which will indicate to the voter if an absentee ballot has been processed for the voter.

**63. Question:**

Will TCs receive daily lists from the mail house indicating what ballots were mailed out?

- a. Yes

**64. Question:**

When will the daily data export to the mail house take place? Is it at 12 midnight as agreed upon earlier?

- a. Yes

**65. Question:**

TCs have been entering all previously received applications into CVRS via the “old” absentee ballot screen. Please confirm if data export sent to the mail house on the evening of July 20 will also include the manually entered applications in the “old” screen. *(Please review that any AB applications entered by means of the “old” screen on or after July 21<sup>st</sup> will be the responsibility of the TC to mail out.)*

- a. Applications entered using the “old” screen as well as the “new” scan function will be sent to the mail house.

**66. Question:**

Can the SOTS do anything to allow us to use less polling locations for just the primary without effecting the number for the general? They assume that voters will use AB’s so why do I have to open 9 locations??

- a. We have learned many lessons from other states that have held primaries in the past. One lesson is that we will allow NO reduction in the number of polling locations in a town unless there is a justified emergency.

**67. Question:**

When will we be getting instructions on how to clean the voting equipment between voters? Will there be a list of disinfectants that are safe to use?

- a. Instructions regarding how to clean voting equipment has already been sent out and is also a part of the this handbook.